



Command Policy

AIR FORCE RELATIONS WITH CONGRESS

This instruction establishes policy and prescribes procedures for handling Congressional and High-Level Inquiries for 47 FTW. This instruction applies to all 47 FTW organizations.

1. Purpose. This instruction establishes the procedures used at the 47FTW to answer High-Level Inquiries and inquiries from members of Congress. These procedures are intended to ensure that complete and accurate responses are released in a timely manner.

2. 47FTW/IG Responsibilities:

2.1. The 47FTW/IG is the focal point for all High Level Inquiries and Congressional Inquiries tasked to the 47FTW.

2.2. The 47FTW/IG will:

2.2.1. Ensure an OPR is tasked for each inquiry received, assign a control number and establish a suspense for the response.

2.2.2. Ensure responses are complete, accurate, and in the proper format.

2.2.3. Coordinate all responses with 47FTW/JA (as required) and 47FTW/CV and CC prior to release.

2.2.4. Ensure responses are provided to the tasking organization or individual.

2.2.5. Ensure informational copies are provided to HQ AETC/IGQ and AETC/CV as required.

2.2.6. Maintain a file copy of the inquiry and response for a period of 2 years.

3. 47CS Responsibilities. The 47CS Base Communications Center will provide 47FTW/IG an informational copy of every Congressional and High-Level Inquiry received.

4. All 47FTW Units Responsibilities. Any organization receiving a High-Level Inquiry or Congressional Inquiry will immediately notify 47FTW/IG, and provide an information copy to 47FTW/IG.

5. OPR Responsibilities. Any organization tasked to respond to a High-Level Inquiry or Congressional Inquiry will:

5.1. Coordinate a complete and accurate response in the appropriate format through 47FTW/IG by the suspense established.

- 5.1.1. Provide responses to Members of Congress, by personal letter, ready for 47FTW/CC signature.
- 5.1.2. Provide responses for High-Level Inquiries in a format as tasked in the Inquiry or by memorandum, ready for 47FTW/CC coordination/signature.

GARY A. WINTERBERGER, Colonel, USAF
Commander